

BNL Community Advisory Council October 2020 Meeting - Facilitator Notes

Zoom Meeting

We'll be using the Zoom virtual meeting application for this month's CAC meeting, as we did in September.

Reminder About Waiting Room

Like last month, when you click on the link you will first enter a Waiting Room. We will open the waiting room and start the meeting at 6:30 pm.

Video and Audio for Participants:

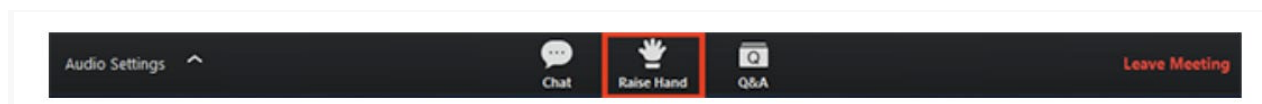
Based on a lesson-learned from September's meeting, you will each have personal control throughout the meeting over muting and unmuting your own audio and video.

Video – to help with interaction, we ask that you keep your video ON as much as possible so that we can all see each other.

Audio – To avoid distracting sounds, we ask that you keep your audio OFF (muted) unless you are directly interacting in the meeting. When you want to talk, please raise your virtual hand (see below). As we do in our in-person meetings, Reed will recognize you. Then you can unmute your audio and have the conversation. When your conversation is over, we ask that you re-mute yourself.

Raising Your Virtual Hand

1. During a meeting, click on the icon labeled "Participants" at the bottom center of your [PC](#) or [Mac](#) screen.
2. At the bottom of the window on the right side of the screen, click the button labeled "Raise Hand."



Click "Raise Hand" if you want to say something in the meeting.

Your digital hand is now raised. Lower it by clicking the same button, now labeled "Lower Hand."

The same method can be used to raise your hand in a Zoom meeting on a mobile device, simply tap "Raise Hand" at the bottom left corner of the screen. The hand icon will turn blue and the text below it will switch to say "Lower Hand" while your hand is raised.

Participating by Telephone

If you call in to the meeting by phone, we will only see your telephone number on the participant list. If you are going to use this method, please email Robyn with the telephone number you will be using. That way she can mark you “present” for the attendance list.

Membership Renewals

As noted in our October 1, 2020 email, we will be voting on renewal of four memberships at this meeting. We have received no requests to discuss these renewals in executive session and will conduct the votes without discussion. We will invite each renewing organization to address the CAC if they wish.